

# DRAFT

## *<Organization> CIO Position Description*

### **Mission of the CIO:**

The CIO will provide technology vision and leadership for developing and implementing IT initiatives that create and maintain leadership for the enterprise in a constantly changing and intensely competitive marketplace. The CIO will help <Organization> plan implementation of <Organization> enterprise information systems supporting both distributed and centralized clinical and business operations that achieve more cost beneficial enterprise-wide data processing operations.

### **Employment Relationship:**

Initially, the <Organization> may contract with an individual to provide the functions of a CIO in a consulting capacity. Once the foundational information system infrastructure and enterprise organization is established, a full-time CIO position may be appropriate.

### **Reporting Relationship:**

The CIO will report to a senior <Organization> functional executive (CFO, CEO) or an Executive Committee. The CIO position is a key management position for the organization responsible for IT policy and aligning IT strategy with business strategies. Typical title is Vice President and Chief Information Officer (CIO). Typical location is company headquarters.

### **Responsibilities:**

- a) Business technology planning process sponsor; collaborative planning processes
- b) Applications development new and existing, for enterprise initiatives and overall coordination for divisional initiatives
- c) IT infrastructure and architecture (e.g., computers and networks) running as well as ensuring ongoing investments are made
- d) Sourcing: make versus buy decisions relative to outsourcing versus in-house provisioning of IT services and skills
- e) Partnerships: establishing strategic relationships with key IT suppliers and consultants

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- f) Technology transfer: provide enabling technologies that make it easier for customers and suppliers to do business with our enterprise as well as increase revenue and profitability
- g) Customer satisfaction: interact with internal and external clients to ensure continuous customer satisfaction
- h) Training: provide training for all IT users to ensure productive use of existing and new systems.

## ***Skills Needed:***

- a) Strong business orientation; broad experience in the health care industry sector managing IT or related activities a plus (i.e., consulting or vendor in our industry)
- b) Demonstrated ability to bring the benefits of IT to solve business issues while also managing costs and risk
- c) Skilled at identifying and evaluating new technological developments and gauging their appropriateness for the business
- d) Ability to communicate with and understand the needs of non-technical internal clients
- e) Strong organizational skills and manage central IS resource and applications as well as coordinate divisional resources and initiatives
- f) Ability to conceptualize, launch and deliver multiple IT projects on time and within budget
- g) Ability to mesh well with the existing management team by being a good listener, a team builder and an articulate advocate of their IT vision

## ***Personal Qualities:***

Superb leadership, communication and interpersonal skills; an ability to function in a collaborative and collegial environment; sensitivity to others; high integrity and intelligence; excellent judgment; a conceptual thinker - strategic as well as pragmatic; and an ability to generate trust and build alliances with co-workers.